

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Health Educator      **GRADE:** 17

**JOB CODE:** 2803      **DATE:** 02/22/96

**GENERAL FUNCTION:** Under direction performs work of considerable difficulty in planning and implementing a comprehensive public health education program and gathering and monitoring data necessary for planning and implementing health education programs, assisting in the evaluation of health education program and preparing written reports of findings. planning and coordinating a comprehensive (all programs) health education program for a local health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans and implements a comprehensive public health education program or a specialized public health education program with supervisory responsibilities for less senior educators. May provide consultation and assistance to educators in a specialized public health education program at the state level. Coordinates the identification and assessment of the county, district or community health needs and the resources available. Develops goals, objectives and program guidelines necessary for effective implementation of the health education needs of the target population. Evaluates program effectiveness and develops plans for increasing effectiveness in the future.

Provides consultation and assistance in the selection, development, utilization and evaluation of health education curriculum and materials to community organizations, local professional groups, public and private schools, and various agencies or to district and county personnel who are involved in health education training; establishes working relationships with school system personnel to promote the development of health curricula; teaches appropriate aspects of health education in school and clinic settings; exchanges information with various organizations and agencies concerning the health needs of the county, district, community informally or through presentations and speeches in order to inform, educate and motivate individuals in accordance with program needs and objectives; arranges for resource personnel as necessary.

Disseminates and/or supervises the dissemination of health information to the public relative to the health education program(s); develops and maintains working contacts with radio, television and newspaper personnel; prepares articles for local newspapers and radio public announcements; prepares exhibit materials for special projects; assembles visual aids, printed materials and art materials; writes scripts; takes photographs; prepares materials for health education tape/slide presentation.

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Compiles statistical information for health program needs and interprets the health education implication for various programs.

Assesses the in-service education needs of health department staff. Develops and provides in-service education to staff, teachers, volunteers, and other community groups.

Reviews technical literature and attends meetings and training sessions to keep abreast of scientific, educational and medical developments in health education that may enhance the effectiveness of state, district, or county public health education methodology and strategy.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of relative autonomy and general review; supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May serve as a working supervisor or lead person for health education and/or supportive staff.

## **JOB SPECIFICATIONS:**

### **Knowledge and Abilities:**

Considerable knowledge of data collection and evaluation technique appropriate to the identification and definition of health education program needs and effectiveness; of educational program development as it relates to the preparation of health education displays, lectures, written material, and classroom programs; of the availability and accessibility of community and public health resources; of oral and written communication techniques.

Good knowledge of the organization and functions of official and voluntary health agencies; of the basic concepts of physical and mental health; of audio-visual production techniques; of the effect of biology, lifestyle, environment and personal health care.

Delivery system on health status; of the procedures for developing and preparing news releases, feature stories, and/or scripts.

Considerable skill in the preparation and use of educational literature and audio-visual aids; in making oral presentations of instructional programs; in communicating effectively with the professional staff of other disciplines (especially health care delivery) and with the general public.

Considerable ability to assess and evaluate the needs and subsequent effectiveness of a health

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education program; to plan and implement appropriate health education changes, improvements

and/or new health education program; to disseminate and interpret to the community timely information on health status, health prevention, health maintenance, and entrance into the health care delivery system; to develop effective professional working relationships with school system personnel, community organizations, media personnel, etc.; to organize and coordinate events and activities

Working ability to supervise, coordinate, and/or provide consultation to less experienced educators.

**Minimum Education, Training, and Experience Requirement:** Masters degree from a college or university with major course work in health education or community health;

or

Bachelors degree from a college or university in health education, community health, the social or behavioral sciences or nursing; or a teaching certificate in elementary or secondary education and one (1) year of experience in public health education.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**